

## **Ethics Requirements for Advisory Commissions and Committees**

The [Bainbridge Island Ethics Program](#) (revised March 23, 2011) now applies to the citizen members of advisory commissions and committees as well as city officials. Accordingly, advisory group members must comply with the requirements of the Code of Ethics in Article II of the Ethics Program. These requirements are summarized below; please consult the Code of Ethics for specific language and details of the requirements.

**1. Gifts and Compensation.** An advisory group member and his or her immediate family members may not accept gifts related to the advisory group member's services to the city, with some exceptions including unsolicited gifts of trivial value.

**2. Confidentiality.** An advisory group member or former member may not disclose or use privileged, confidential or proprietary information obtained in the course of his or her duties as a member.

**3. Conflict of Interest.** An advisory group member may not act officially on a matter in which the member or an immediate family member has any substantial employment related to the matter or other financial or private interest in the matter, or is party to a contract or owns an interest in property that would be significantly affected by the action. However, if the member fully discloses the conflict on the public record, the commission or committee may vote to allow the member to participate in discussion or vote. Members of advisory groups shall sign a conflict of interest statement upon appointment and reappointment.

**4. Conduct of Public Meetings.** Advisory group meetings should be conducted in a manner that maximizes transparency of relationships that could affect decision-making. Meetings should have a standing agenda item for members to disclose relationships with persons and issues on the agenda, and members should discuss these relationships to judge whether a conflict of interest exists.